



Steven L. Beshear
Governor

PERSONNEL CABINET

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Tim Longmeyer
Secretary

MEMORANDUM

PERSONNEL MEMO 12-33

To: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators

From: Tim Longmeyer, Secretary *TML*

Date: June 29, 2012

Re: Distribution of EEO Information

The Personnel Cabinet seeks voluntary information from all applicants regarding their race, national origin, and gender. This EEO information is maintained separately from the official application, and assists the Commonwealth of Kentucky in achieving its affirmative action goals and is necessary for required EEO reporting.

Beginning July 1, 2012, agencies will be able to access this EEO information within the Personnel Cabinet's Career Opportunities System (COS). This information will be viewable by COS agency users for the job postings within their specific agency.

EEO information can be useful in creating a diverse applicant pool for consideration in the hiring process; however, this data is not intended to be used as the determining factor in a hiring decision. This EEO information will only be accessible by those secure COS users and the information should be maintained in the same manner as other confidential hiring data. For additional information about the appropriate use of this information, the Personnel Cabinet's Office of Diversity of Equality can be reached at (502) 564-5992.



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